

INVITATION TO BID

STATE OF LOUISIANA

DIVISION OF ADMINISTRATION

OFFICE OF STATE PURCHASING



BIDS WILL BE PUBLICLY OPENED:

APR 30, 2013 10:00 AM

PURCHASING AGENCY NO. : 107001

====> VENDOR NO. :
 SOLICITATION : 2252926
 FILE NO. :
 OPENING DATE : 04/30/13

SEE NO. 8 BELOW. RETURN BID TO
 10:00 AM

2252926 04/30/13

OFFICE OF STATE PURCHASING
 OFFICE OF STATE PURCHASING
 POST OFFICE BOX 94095
 BATON ROUGE, LA 70804-9095

BUYER : LONA GROS
 BUYER PHONE : (225) 342-8024
 DATE ISSUED : 04/09/13
 REQ. AGENCY : 326102 FOLD HERE-->
 DHH-OFFICE OF PUBLIC HEALTH
 AGENCY REQ. NO. : N
 ISIS REQ. NO. : 1350032
 VENDOR PHONE :
 FISCAL YEAR : 13
 CLASS/SUBCLASS : 96646
 SCHEDULED BEGIN DATE : 07/01/13
 SCHEDULED END DATE : 06/30/14
 T-NUMBER : DHH36

VENDOR NAME AND ADDRESS

**FILL IN VENDOR NUMBER (FEIN), NAME AND
 ADDRESS ABOVE, BEFORE SUBMITTING BID.**

STATE OF LOUISIANA INTAGLIO PRINTING
 AGENCY TERM CONTRACT

TO BE COMPLETED BY VENDOR

1. PLEASE REMOVE FROM THIS COMMODITY CODE.
2. DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER.
3. % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.
4. BID BOND ATTACHED, CERTIFIED CHECK ATTACHED, OTHER, IF REQUIRED.
5. BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. AMOUNT OF BID BOND REQUIRED: N/A
6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. OR 0% OF BID.
7. DESIRED DELIVERY: SEE DETAILS ELSEWHERE IN DOCUMENT
8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE.
9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.

FOLD HERE-->

VENDOR PHONE NUMBER:
 FAX NUMBER:

TITLE

DATE

SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3.
 (MUST BE SIGNED)

NAME OF BIDDER
 (TYPED OR PRINTED)

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
NUMBER : 2252926 OPEN DATE: 04/30/13 TIME: 10:00 AM T-NUMBER : DHH36		BIDDER:	PAGE 2
<p>11. ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED: A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND; B. BID FILLED OUT IN PENCIL; AND C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</p> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES. UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
NUMBER : 2252926 OPEN DATE: 04/30/13 TIME: 10:00 AM T-NUMBER : DHH36		BIDDER:	PAGE 3
<p>21. NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS. UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION. ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p>			

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
NUMBER : 2252926 OPEN DATE: 04/30/13 TIME: 10:00 AM T-NUMBER : DHH36	BIDDER:		PAGE 4

30. SIGNATURE AUTHORITY
 ATTENTION: R.S. 39:1594(C)(4) REQUIRES EVIDENCE OF AUTHORITY TO SIGN AND SUBMIT BIDS TO THE STATE OF LOUISIANA. YOU MUST INDICATE WHICH OF THE FOLLOWING APPLY TO THE SIGNER OF THIS BID.

PLEASE CIRCLE ONE:

1. THE SIGNER OF THIS BID IS EITHER A CORPORATE OFFICER WHO IS LISTED ON THE MOST CURRENT ANNUAL REPORT ON FILE WITH THE SECRETARY OF STATE OR A MEMBER OF A PARTNERSHIP OR PARTNERSHIP IN COMMENDAM AS REFLECTED IN THE MOST CURRENT PARTNERSHIP RECORDS ON FILE WITH THE SECRETARY OF STATE. A COPY OF THE ANNUAL REPORT OR PARTNERSHIP RECORD MUST BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.
2. THE SIGNER OF THE BID IS A REPRESENTATIVE OF THE BIDDER AUTHORIZED TO SUBMIT THIS BID AS EVIDENCED BY DOCUMENTS SUCH AS, CORPORATE RESOLUTION, CERTIFICATION AS TO CORPORATE PRINCIPAL, ETC. IF THIS APPLIES, A COPY OF THE RESOLUTION, CERTIFICATION, OR OTHER SUPPORTIVE DOCUMENTS MUST BE ATTACHED HERETO.
3. THE BIDDER HAS FILED WITH THE SECRETARY OF STATE AN AFFIDAVIT OR RESOLUTION OR OTHER ACKNOWLEDGED/AUTHENTIC DOCUMENT INDICATING THAT THE SIGNER IS AUTHORIZED TO SUBMIT BIDS FOR PUBLIC CONTRACTS. A COPY OF THE APPLICABLE DOCUMENT MUST BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.
4. THE SIGNER OF THE BID HAS BEEN DESIGNATED BY THE BIDDER AS AUTHORIZED TO SUBMIT BIDS ON THE BIDDER'S VENDOR REGISTRATION ON FILE WITH THIS OFFICE.

31. IN ACCORDANCE WITH THE PROVISIONS OF R.S. 39:2192, IN AWARDING CONTRACTS AFTER AUGUST 15, 2010, ANY PUBLIC ENTITY IS AUTHORIZED TO REJECT A PROPOSAL OR BID FROM, OR NOT AWARD THE CONTRACT TO, A BUSINESS IN WHICH ANY INDIVIDUAL WITH AN OWNERSHIP INTEREST OF FIVE PERCENT OR MORE, HAS BEEN CONVICTED OF, OR HAS ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE TO ANY STATE FELONY OR EQUIVALENT FEDERAL FELONY CRIME COMMITTED IN THE SOLICITATION OR EXECUTION OF A CONTRACT OR BID AWARDED UNDER LAWS GOVERNING PUBLIC CONTRACTS UNDER THE PROVISIONS OF CHAPTER 10 OF TITLE 38 OF THE LOUISIANA REVISED STATUTES OF 1950, PROFESSIONAL, PERSONAL, CONSULTING, AND SOCIAL SERVICES PROCUREMENT UNDER THE PROVISIONS OF CHAPTER 16 OF TITLE 39, OR THE LOUISIANA PROCUREMENT CODE UNDER THE PROVISIONS OF CHAPTER 17 OF TITLE 38.

32. CERTIFICATION OF NO SUSPENSION OR DEBARMENT. BY SIGNING AND SUBMITTING ANY BID FOR \$25,000 OR MORE, THE BIDDER CERTIFIES THAT THEIR COMPANY, ANY SUBCONTRACTORS, OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN DMB CIRCULAR A-133.

A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED VIA THE INTERNET AT [HTTP://WWW.SAM.GOV](http://www.sam.gov)

33. FEDERAL CLAUSES, IF APPLICABLE.

ANTI-KICKBACK CLAUSE. THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE MANDATE DICTATED BY THE COPELAND "ANTI-KICKBACK" ACT WHICH PROVIDES THAT EACH CONTRACTOR OR SUBGRANTEE SHALL BE PROHIBITED FROM INDUCING, BY ANY MEANS, ANY PERSON EMPLOYED IN THE COMPLETION OF WORK, TO GIVE UP ANY PART OF THE COMPENSATION TO WHICH HE IS OTHERWISE ENTITLED.

CLEAN AIR ACT. THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS OR REQUIREMENTS ISSUED UNDER SECTION 306 OF THE CLEAN AIR ACT WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.

ENERGY POLICY AND CONSERVATION ACT. THE CONTRACTOR HEREBY RECOGNIZES THE MANDATORY STANDARDS AND POLICIES RELATING TO ENERGY EFFICIENCY WHICH ARE CONTAINED IN THE STATE ENERGY CONSERVATION PLAN ISSUED IN COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT (P.L. 94-163).

CLEAN WATER ACT. THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS, OR REQUIREMENTS ISSUED UNDER SECTION 508 OF THE CLEAN WATER ACT WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.

ANTI-LOBBYING AND DEBARMENT ACT. THE CONTRACTOR WILL BE EXPECTED TO COMPLY WITH FEDERAL STATUTES REQUIRED IN THE ANTI-LOBBYING ACT AND THE DEBARMENT ACT.

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
NUMBER : 2252926		BIDDER:	PAGE
OPEN DATE: 04/30/13	TIME: 10:00 AM		5
T-NUMBER : DHH36			

1 BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:

BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:
OFFICE OF STATE PURCHASING
P O BOX 94095
BATON ROUGE LA 70804-9095

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:

OFFICE OF STATE PURCHASING
CLAIBORNE BUILDING, SUITE 2-160
1201 NORTH THIRD STREET
BATON ROUGE, LA 70802

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

BIDDER SHOULD BE AWARE OF SECURITY REQUIREMENTS FOR THE CLAIBORNE BUILDING AND ALLOW TIME TO BE PHOTOGRAPHED AND PRESENTED WITH A TEMPORARY IDENTIFICATION BADGE.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.

****ATTENTION:****

RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC AT THE FOLLOWING WEB SITE:
[HTTP://WWW.PRD1.DOA.LOUISIANA.GOV/OSP/LAPAC/PUBMAIN.CFM](http://www.prd1.doa.louisiana.gov/osp/lapac/pubmain.cfm)
ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.

2 TERMS AND CONDITIONS. THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE COMMODITIES HEREIN. ANY VENDOR CONTRACTS, FORMS, TERMS OR OTHER MATERIALS SUBMITTED WITH BID MAY CAUSE BID TO BE REJECTED.

SPECIAL TERMS & CONDITIONS

INVITATION TO BID

NUMBER : 2252926

OPEN DATE: 04/30/13

T-NUMBER : DHH36

TIME: 10:00 AM

BIDDER:

PAGE

6

3

INVOICES. INVOICES WILL BE SUBMITTED BY THE CONTRACTOR TO THE USING AGENCY AND THE INVOICE SHALL REFER TO THE DELIVERY TICKET NUMBER, DELIVERY DATE, PURCHASE/RELEASE ORDER NUMBER, QUANTITY, UNIT PRICE, AND DELIVERY POINT. A SEPARATE INVOICE FOR EACH ORDER DELIVERED AND ACCEPTED SHALL BE SUBMITTED BY THE CONTRACTOR IN DUPLICATE DIRECTLY TO THE ACCOUNTING DEPARTMENT OF THE USING AGENCY. INVOICES SHALL SHOW THE AMOUNT OF ANY CASH DISCOUNT AND SHALL BE SUBMITTED ON THE CONTRACTOR'S OWN INVOICE FORM.

- 4 PAYMENT. PAYMENT WILL BE MADE ON THE BASIS OF UNIT PRICE AS LISTED IN THIS CONTRACT; SUCH PRICE AND PAYMENT WILL CONSTITUTE FULL COMPENSATION FOR FURNISHING AND DELIVERING THE CONTRACT COMMODITIES. IN NO CASE WILL THE STATE AGENCY REFUSE TO MAKE PARTIAL PAYMENTS TO THE CONTRACTOR ALTHOUGH ALL ITEMS HAVE NOT BEEN DELIVERED. THIS PAYMENT IN NO WAY RELIEVES THE CONTRACTOR OF HIS RESPONSIBILITY TO EFFECT SHIPMENT OF THE BALANCE OF THE ORDER. PAYMENT WILL BE MADE TO VENDOR AND ADDRESS AS SHOWN ON ORDER.

- 5 PREFERENCE. IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

DO YOU CLAIM THIS PREFERENCE? YES _____

SPECIFY LINE NUMBER(S): _____

SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED: _____

(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)

DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE? YES _____ NO _____

IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA BUSINESS WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?

YES _____ NO _____

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

- 6 QUANTITIES. THIS IS AN OPEN-ENDED REQUIREMENTS CONTRACT. QUANTITIES SHOWN ARE BASED ON THE PREVIOUS CONTRACT USAGE OR ESTIMATES. WHERE USAGE IS NOT AVAILABLE, A QUANTITY OF 1 INDICATES A LACK OF HISTORY ON THIS ITEM. THE SUCCESSFUL BIDDER MUST SUPPLY AT BID PRICES ACTUAL REQUIREMENTS AS ORDERED WHETHER THE TOTAL OF SUCH REQUIREMENTS IS MORE OR LESS THAN THE QUANTITIES SHOWN.

- 7 CANCELLATION

SPECIAL TERMS & CONDITIONS

INVITATION TO BID

NUMBER : 2252926

OPEN DATE: 04/30/13

T-NUMBER : DHH36

TIME: 10:00 AM

BIDDER:

PAGE

7

THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

8 ITEM NO. 1

PRINTING OF: STATE OF LOUISIANA

"CERTIFICATION OF VITAL RECORD" (1/8" HIGH)

SPECIFICATION:

FORM SIZE: 8 1/2" X 11" SINGLE SHEETS FOR LASER PRINTING.

PAPER STOCK:

THE PAPER SHALL BE DULL 28# ACID FREE PAPER, OR EQUIVALENT AND CONTAIN SECURITY FIBERS AND AN ARTIFICIAL WATERMARK OF THE WORDS "OFFICIAL VITAL RECORD" IN REPEATED, CONTINUOUS FORMAT RUNNING DIAGONALLY DOWN THE SHEET FROM LEFT TO RIGHT. THE SURFACE SHALL BE SIZED TO ACCEPT ENGRAVED INTAGLIO STEEL PLATE AND FINE LINE LITHOGRAPHIC PRINTING. THE PAPER MUST BE OPTICALLY DEAD, CHEMICALLY SENSITIVE MAKING IT SENSITIZED TO THOSE FAMILIES OF CHEMICAL AGENTS SUCH AS: OXIDANTS, SOLVENTS, ALCOHOL, AND ACIDS/BASES WHICH ARE COMMONLY USED BY FORGERS. THE PAPER MUST BE SURFACE TREATED WITH LASER TONER RETENTION TO PROTECT DOCUMENTS AGAINST FRAUDULENT ALTERATION.

SECURITY PRINTING:

BORDER DESIGN SHALL BE ON THE FACE OF THE BANKNOTE CREATED THROUGH THE USE OF STEEL ENGRAVED INTAGLIO PRINTING PLATES IN ONE COLOR. THE TOP CENTER SHALL CONTAIN THE WORDS; "STATE OF LOUISIANA" BELOW IT CENTERED "CERTIFICATION OF VITAL RECORD". THE IMAGE LETTERS "V" AND "R" ARE HIDDEN IN THE TOP OF THE BORDER & ONLY BECOME VISIBLE WHEN VIEWED FROM A PRESCRIBED ANGLE TO AN AVAILABLE LIGHT SOURCE. THERE SHALL BE AT LEAST ONE LINE OF MICROPRINT ABOVE THE BOTTOM BORDER COMPOSED OF THE REPETITION PRINTING OF THE WORDS "VITAL RECORDS". BACKGROUND OF THE DOCUMENT SHOULD USE PRISMATIC PRINTING FEATURES.

THE ENGRAVED DEPARTMENT SEAL SHALL BE THE SAME SIZE AS A HALF DOLLAR COIN. TO BE LOCATED AT THE BOTTOM LEFT CORNER ABOVE THE LOWER BORDER ON THE FACE OF THE CERTIFICATE.

THREE-DIMENSIONAL HOLOGRAM (PELICAN OVERLAP) TO BE THE SIZE OF A HALF DOLLAR COIN, HOT-STAMPED ONTO THE DOCUMENT. TO BE LOCATED AT THE BOTTOM RIGHT CORNER ABOVE THE LOWER BORDER ON THE FACE OF THE CERTIFICATE.

THE FACE OF THE FORM SHALL HAVE A TINT BACKGROUND WITH A "VOID" FEATURE, AND SHALL BE PRINTED WITH FUGITIVE INK TO PROVIDE FLUORESCENT ERASURE, AND LEACH AND BLEACH PROPERTIES, THAT WILL SHOW EVIDENCE OF COMMON TYPES OF CHEMICAL OR MECHANICAL ALTERATIONS. FUGITIVE INKS SHALL:

1. VISIBLY REACT UNDER NATURAL LIGHT TO CHLORINE BASE ERADICATORS.
2. VISIBLY REACT UNDER NATURAL LIGHT TO ALCOHOL BASE ERADICATORS.
3. CLEARLY SHOW ATTEMPTS AT MECHANICAL ALTERATION UNDER ULTRA-VIOLET LIGHT.

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
NUMBER : 2252926	TIME: 10:00 AM	BIDDER:	PAGE 8
OPEN DATE: 04/30/13			
T-NUMBER : DHH36			

THE TEXT MATTER IS LITHOGRAPHICALLY PRINTED IN PERMANENT INK WITH COPY SUPPLIED BY STATE.

SEQUENTIAL CONTROL NUMBERS SHALL BE PRINTED IN RED ON THE FRONT TOP LEFT. THE BARCODE FOR INVENTORY/AUDIT AND ISSUING TRACKING PURPOSES SHALL BE PRINTED IN BLACK ON THE FRONT BOTTOM LEFT TO THE RIGHT OF THE STATE SEAL AND SHOULD BE IN CODE-128 SYMBOLISM.

NUMBERING: NUMBERING DOCUMENT IS TO BE DIRECTED BY THE STATE. SEQUENTIAL NUMBERINGS SHALL BE GUARANTEED. THERE WILL BE NO MISSING OR DUPLICATE NUMBERS. A \$50.00 PENALTY WILL BE LEVIED AGAINST THE VENDOR FOR EACH MISSING OR DUPLICATE NUMBER(S).

BEGINNING NUMBER: TO BE SPECIFIED AT THE TIME OF PRINTING.

THE BACK OF THE FORM SHALL HAVE THE STATE OF LOUISIANA SEAL PRINTED IN THERMOCHROMIC INK, PLACED IN A VERTICAL SINGLE ROW OFF-CENTER TO THE RIGHT OF THE FORM. COLOR OF INK: VERMILLION OFFSET 138025TCV, OR SIMILAR. THE SEAL SHALL BE THE SAME SIZE AS A COIN (DIME). VENDOR TO BE RESPONSIBLE FOR ARTWORK. (THE OFFICIAL STATE SEAL CAN BE FOUND AT: [HTTP://WWW.DOA.LOUISIANA.GOV/IMAGES/SMSTATESEAL.JPG](http://www.doa.louisiana.gov/images/smstate Seal.jpg))

PACKAGING: DOCUMENTS WILL BE PACKED IN CARTONS OF UNIFORM SIZE AND EQUAL QUANTITIES (2,000 PER CARTON). EACH CARTON TO BE CLEARLY LABELED ON ONE SIDE SHOWING:

QUANTITY
NUMBERS
CARTON
NAME - CERTIFICATION OF VITAL RECORD

SHIPPING: ALL DOCUMENTS PRINTED WILL BE SHIPPED UNDER SECURE CONDITIONS AND MARKED CLEARLY FOR "INSIDE DELIVERY".

MANUFACTURING SECURITY: DOCUMENTS WILL BE PRINTED IN THE UNITED STATES UNDER SECURE CONDITIONS ENTIRELY ON THE PREMISES OF THE VENDOR, WITHOUT EXCEPTION, AND WILL NOT BE SUBCONTRACTED TO OTHERS.

ALL WORK, PLATES AND MATERIALS TO BE IN A LOCKED VAULT WHEN NOT IN USE. ALL SPOILAGE WILL BE SECURELY DESTROYED ON PREMISES.

VENDOR SHOULD SUBMIT DOCUMENTATION WITH BID CERTIFYING COMPLIANCE WITH THE FOLLOWING SECURITY MEASURES.

OUTSIDE PERIMETER: FIRE DOORS HAVE BREAK ALARM BELL FOR ALERT IN THE EVENT OF EXIT. UNIFORM LOCKING DEVICES ARE ON ALL OUTSIDE DOORS, I.E. BURGLAR ALARM SYSTEM. A LOG IS KEPT FOR ALL VISITORS ENTERING THE OFFICE OR MANUFACTURING AREAS. RECEIVING AND LOADING PLATFORM ARRANGED TO PROHIBIT TRUCK DRIVERS OR DELIVERY MEN FROM ENTERING THE PLANT. ALL PRODUCTION AREAS ARE OF LIMITED ACCESS.

INSIDE PLANT: SECURITY IN PLANT MUST BE MONITORED 24 HOURS/DAY, SEVEN (7) DAYS/WEEK.

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
NUMBER : 2252926 OPEN DATE: 04/30/13 TIME: 10:00 AM T-NUMBER : DHH36		BIDDER:	PAGE 9

OTHER: VENDOR IS CERTIFIED BY THE NORTH AMERICAN SECURITY PRODUCTS ORGANIZATION (NASPO).

PRINTING PLATES TO BE PRODUCED ONLY UNDER MAXIMUM SECURITY CONDITIONS AND STORED IN VAULTS WHEN NOT IN USE. WORK IS STORED IN VAULTS REQUIRING DUAL ACCESS ENTRY.

PRINTING PLATES SHALL BE THE PROPERTY OF THE STATE OF LOUISIANA AND SHALL BE SURRENDERED TO THE STATE REGISTRAR OF VITAL RECORDS UPON DEMAND OR DESTROYED UNDER SECURE CONDITIONS UPON WRITTEN REQUEST.

SHIPPING MANIFEST IS MADE UP OF CARTONS PULLED IN SEQUENTIAL ORDER AND CARRIED ON PALLETS DIRECTLY TO THE TRUCKS.

PATENT OR COPYRIGHT INFRINGEMENT:
 THE VENDOR SHALL DEFEND, PROTECT AND SAVE HARMLESS THE STATE OF LOUISIANA, ITS OFFICERS, AGENTS, AND EMPLOYEES AGAINST ALL SUITS AT LAW OR IN EQUITY AND FROM ALL DAMAGES, CLAIMS OR DEMANDS FOR ACTUAL OR ALLEGED INFRINGEMENTS OF ANY PATENT OR COPYRIGHT BY REASON OF THE USE OF THE SECURITY FEATURES PROVIDED BY THE VENDOR.

PROOF SHALL BE APPROVED IN WRITING PRIOR TO PRINTING.

SUBMIT PROOF TO: DARLENE W. SMITH, STATE REGISTRAR
 ATTN: RICHARD JACKSON OR DEVIN GEORGE
 DHH/OPH/VITAL RECORDS REGISTRY
 1450 POYDRAS STREET
 BENSON TOWER, SUITE 603
 NEW ORLEANS, LA 70130

COST TO INCLUDE SHIPPING/HANDLING AND INSIDE DELIVERY.

DELIVERY TO:
 DHH/OPH/VITAL RECORDS REGISTRY
 1450 POYDRAS STREET
 BENSON TOWER, SUITE 603
 NEW ORLEANS, LA 70130

9 ITEM NO. 2 PRINTING OF: STATE OF LOUISIANA - BIRTH CARD

FORM CONSTRUCTION:
 OVERALL SIZE: 8 1/2" X 11" SINGLE SHEETS FOR LASER PRINTING. THE PAPER SHOULD BE A THREE PART PERFORATED SHEET. THE CARD TO BE PRINTED ON THE BOTTOM 1/3 OF THE SHEET AND HAVE A DIE CUT PERFORATION, SIZE: 4" X 2-3/4"/ FORMING A WALLET SIZE CARD (SEE ATTACHED ILLUSTRATION)

PAPER STOCK:
 100 LB. RAG STOCK, OR EQUIVELENT, WITH NO OPTICAL BRIGHTENERS, NO WATER MARK. SURFACE SIZED TO ACCEPT FINE LINE BANK NOTE INTAGLIO AND LITHOGRAPHIC PRINTING.

SECURITY PRINTING:
 BORDER DESIGN PRINTED BY THE BANKNOTE INTAGLIO STEEL PLATE PROCESS IN BLUE ON FACE OF THE DOCUMENT TO INCLUDE THE TRANSIENT LATENT IMAGE

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
NUMBER : 2252926 OPEN DATE: 04/30/13 T-NUMBER : DHH36		BIDDER: <div style="text-align: right;">PAGE 10</div>	
<p>LETTER "V" IN THE UPPER LEFT BORDER AND THE VITAL RECORDS SEAL IN THE RIGHT BORDER. THE LATENT IMAGE WILL APPEAR ONLY WHEN VIEWED FROM PRESCRIBED ANGLE TO AN AVAILABLE LIGHT SOURCE. THE LATENT IMAGES CANNOT BE PHOTOGRAPHED OR COPIED BY CONVENTIONAL PRINTING PROCESSES.</p> <p>BACKGROUND TO BE PRINTED WITH SECURITY "VOID" FEATURE AND PRINTED WITH FUGITIVE INKS TO PROVIDE FLUORESCENT ERASURE LEACH AND BLEACH SENSITIVITY WHICH WILL RENDER EVIDENT COMMON TYPES OF CHEMICAL AND MECHANICAL ALTERATIONS. FUGITIVE INKS SHALL:</p> <ol style="list-style-type: none"> 1. VISIBLY REACT UNDER NATURAL LIGHT TO CHLORINE BASE ERADICATORS. 2. VISIBLY REACT UNDER NATURAL LIGHT TO ALCOHOL ERADICATORS. 3. CLEARLY SHOW ATTEMPTS AT MECHANICAL ALTERATION UNDER ULTRA-VIOLET LIGHT. <p>TEXT MATTER TO BE SPACED 10 LINES PER INCH HORIZONTALLY AND SIX LINES PER INCH VERTICALLY. THE TEXT MATTER IS LITHOGRAPHICALLY PRINTED IN PERMANENT INK.</p> <p>NUMBERING: SEQUENTIAL CONTROL NUMBERS WILL BE PRINTED IN RED ON THE LOWER LEFT OF EACH DOCUMENT AS DIRECTED BY THE STATE. SEQUENTIAL NUMBERS ARE TO BE GUARANTEED. THERE WILL BE NO MISSING OR DUPLICATE NUMBER(S). A \$50.00 PENALTY WILL BE LEVIED AGAINST THE VENDOR FOR EACH MISSING OR DUPLICATE NUMBER(S).</p> <p>STARTING NUMBER: TO BE SPECIFIED AT THE TIME OF PRINTING.</p> <p>PACKAGING: DOCUMENTS WILL BE PACKAGED IN CARTONS OF UNIFORM SIZE AND EQUAL QUANTITIES (1,000) PER CARTON. EACH CARTON WILL BE CLEARLY LABELED ON ONE SIDE SHOWING:</p> <div style="margin-left: 40px;"> FORM NAME: BIRTH CARD QUANTITY NUMBERS CARTON VENDOR </div> <p>CARTON WILL NOT EXCEED 40 LBS. GROSS WEIGHT. BIRTH CARDS WILL BE PACKED IN SUCH A MANNER THAT EDGES ARE NOT FRAYED, CRIMPED, ROLLED OR OTHERWISE DAMAGED.</p> <p>SHIPPING: ALL DOCUMENTS PRINTED WILL BE SHIPPED UNDER SECURE CONDITIONS AND MARKED CLEARLY FOR INSIDE DELIVERY.</p> <p style="text-align: center;">SECURITY</p> <p>MANUFACTURING SECURITY: DOCUMENTS WILL BE PRINTED UNDER SECURE CONDITIONS DURING ALL PRINTING. OPERATIONS: ALL WORK, PLATES AND MATERIALS TO BE IN LOCKED VAULTS WHEN NOT IN USE. ALL SPOILAGE WILL BE SECURLY DESTROYED ON PREMISES.</p> <p>VENDOR SHOULD SUBMIT DOCUMENTATION WITH BID CERTIFYING COMPLIANCE WITH THE FOLLOWING SECURITY MEASURES:</p>			

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
NUMBER : 2252926 OPEN DATE: 04/30/13 TIME: 10:00 AM T-NUMBER : DHH36		BIDDER:	PAGE 11

OUTSIDE PERIMETER:
 FIRE DOORS TO HAVE BREAK ALARM BELL FOR LOCAL ALERT IN THE EVENT OF EXIT. UNIFORM LOCKING DEVICES ARE ON ALL OUTSIDE DOORS, I.E., BURGLAR ALARM SYSTEM. A LOG IS KEPT FOR ALL VISITORS ENTERING OFFICE OR MANUFACTURING AREAS.
 RECEIVING AND LOADING PLATFORM ARRANGED TO PROHIBIT TRUCK DRIVERS OR DELIVERY MEN FROM ENTERING.
 ALL PRODUCTION AREAS ARE OF LIMITED ACCESS.

INSIDE PLANT:
 SECURITY IN PLANT MUST BE MONITORED 24 HOURS/DAY, SEVEN (7) DAYS/WEEK.

OTHER: VENDOR IS CERTIFIED BY THE NORTH AMERICAN SECURITY PRODUCTS ORGANIZATION (NASPO).

PRINTING PLATES PRODUCED ONLY UNDER MAXIMUM SECURITY CONDITIONS AND STORED IN VAULTS WHEN NOT IN USE. WORK IS STORED IN VAULTS REQUIRING DUAL ACCESS ENTRY.

SHIPPING MANIFEST IS MADE UP AND CARTONS PULLED IN SEQUENTIAL ORDER AND CARRIED ON PALLETS DIRECTLY TO THE TRUCKS.

PATENT OR COPYRIGHT INFRINGEMENT:
 THE VENDOR SHALL DEFEND, PROTECT AND SAVE HARMLESS THE STATE OF LOUISIANA, ITS OFFICERS, AGENTS AND EMPLOYEES AGAINST ALL SUITS AT LAW OR IN EQUITY AND FROM ALL DAMAGES, CLAIMS OR DEMANDS FOR ACTUAL INFRINGEMENT ON ANY PATENT OR COPYRIGHT BY REASON OF THE SECURITY FEATURES PROVIDED BY THE VENDOR.

PROOF TO BE APPROVED IN WRITING PRIOR TO PRINTING.

SUBMIT PROOF TO: DARLENE W. SMITH, STATE REGISTRAR
 ATTN: RICHARD JACKSON OR DEVIN GEORGE
 1450 POYDRAS STREET
 BENSON TOWER, SUITE 603
 NEW ORLEANS, LA 70130

COST TO INCLUDE SHIPPING/HANDLING AND INSIDE DELIVERY.

DELIVER TO:
 DHH/OPH/VITAL RECORDS REGISTRY
 1450 POYDRAS STREET
 BENSON TOWER, SUITE 603
 NEW ORLEANS, LA 70130

FOR BOTH LINE NOS. 00001 AND 00002, PRE-PRODUCTION SAMPLES WILL BE REQUIRED FROM THE APPARENT LOW BIDDER. THE SAMPLES SHALL ILLUSTRATE SECURITY AND PRINTING FEATURES THAT THE BIDDER INTENDS TO SUPPLY TO THE AGENCY IF AWARDED THE CONTRACT. THESE PRE-PRODUCTION SAMPLES MUST BE RECEIVED WITHIN SEVEN (7) DAYS OF NOTIFICATION.

SAMPLES ARE TO BE FURNISHED AT THE VENDOR'S EXPENSE. THE PACKAGE

SPECIAL TERMS & CONDITIONS

INVITATION TO BID

NUMBER : 2252926

OPEN DATE: 04/30/13

T-NUMBER : DHH36

TIME: 10:00 AM

BIDDER:

PAGE

12

SHOULD BE CLEARLY LABELED WITH THE FILE NUMBER AND SENT TO:

DARLENE W. SMITH, STATE REGISTRAR
DHH/OPH/VITAL RECORDS
ATTN: RICHARD JACKSON OR DEVIN GEORGE
1450 POYDRAS STREET
BENSON TOWER, SUITE 603
NEW ORLEANS, LA 70130

ANY UNUSED SAMPLES WILL BE RETAINED AT THE USING AGENCY FOR THE PURPOSE OF RECEIVING THE MERCHANDISE. ANY PART OF MERCHANDISE RECEIVED THAT DOES NOT MEET THE QUALITY STANDARDS AND CONSTRUCTION OF THE SAMPLE WILL BE REJECTED AND RETURNED AT VENDOR'S EXPENSE.

10 PROCUREMENT OF UNITED STATES PRODUCTS:

IN ACCORDANCE WITH THE PROVISIONS OF R.S. 39:1595.7, IN THE EVENT A CONTRACT IS NOT ENTERED INTO FOR PRODUCTS PURCHASED UNDER THE PROVISIONS OF R.S. 39:1595, EACH PROCUREMENT OFFICER, PURCHASING AGENT, OR SIMILAR OFFICIAL WHO PROCURES OR PURCHASES MATERIALS, SUPPLIES, PRODUCTS, PROVISIONS, OR EQUIPMENT UNDER THE PROVISIONS OF THIS CHAPTER MAY PURCHASE SUCH MATERIALS, SUPPLIES, PRODUCTS, PROVISIONS, OR EQUIPMENT WHICH ARE MANUFACTURED IN THE UNITED STATES, AND WHICH ARE EQUAL IN QUALITY TO OTHER MATERIALS, SUPPLIES, PRODUCTS, PROVISIONS, OR EQUIPMENT, PROVIDED THAT ALL OF THE FOLLOWING CONDITIONS ARE MET:

(1) THE COST OF SUCH ITEMS DOES NOT EXCEED THE COST OF OTHER ITEMS WHICH ARE MANUFACTURED OUTSIDE THE UNITED STATES BY MORE THAN FIVE PERCENT.

(2) THE VENDOR OF SUCH ITEMS AGREES TO SELL THE ITEMS AT THE SAME PRICE AS THE LOWEST BID OFFERED ON SUCH ITEMS.

(3) IN CASES WHERE MORE THAN ONE BIDDER OFFERS ITEMS MANUFACTURED IN THE UNITED STATES WHICH ARE WITHIN FIVE PERCENT OF THE LOWEST BID, THE BIDDER OFFERING THE LOWEST BID ON SUCH ITEMS IS ENTITLED TO ACCEPT THE PRICE OF THE LOWEST BID MADE ON SUCH ITEMS.

(4) THE VENDOR CERTIFIES THAT SUCH ITEMS ARE MANUFACTURED IN THE UNITED STATES.

FOR THE PURPOSES OF THIS PREFERENCE,

(1) "MANUFACTURED IN THE UNITED STATES" MEANS PRODUCED BY A PROCESS IN WHICH THE MANUFACTURING, FINAL ASSEMBLY, PROCESSING, PACKAGING, TESTING, AND ANY OTHER PROCESS THAT ADDS VALUE, QUALITY, OR RELIABILITY TO ASSEMBLED ARTICLES, MATERIALS, OR SUPPLIES, OCCUR IN THE UNITED STATES.

(2) "UNITED STATES" MEANS THE UNITED STATES AND ANY PLACE SUBJECT TO TO THE JURISDICTION OF THE UNITED STATES.

DO YOU CLAIM THIS PREFERENCE? _____ YES

SPECIFY LINE NUMBER(S): _____

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
NUMBER : 2252926 OPEN DATE: 04/30/13 T-NUMBER : DHH36		BIDDER: <div style="text-align: right;">PAGE 13</div>	
<p>SPECIFY LOCATION WITHIN THE UNITED STATES WHERE THIS PRODUCT IS MANUFACTURED: _____</p> <p>(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET)</p> <p>11 EVERY ITEM BID SHOULD HAVE SUFFICIENT INFORMATION ENCLOSED WITH THE BID, IN ORDER TO DETERMINE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS. THE ABOVE REQUIREMENTS INCLUDE ITEMS IN WHICH THE BIDDER STATES HE PROPOSES TO FURNISH EXACTLY WHAT IS CALLED FOR IN THE SPECIFICATIONS.</p> <p>FAILURE TO COMPLY WITH THIS REQUEST MAY ELIMINATE YOUR BID FROM CONSIDERATION.</p> <p>12 LITERATURE AND/OR SPECIFICATIONS MUST BE SUBMITTED UPON REQUEST; IF REQUESTED, LITERATURE AND/OR SPECIFICATIONS MUST BE SUBMITTED WITHIN SEVEN (7) DAYS.</p> <p>13 PRE-PRODUCTION SAMPLES: A TOTAL OF TWENTY (20) SAMPLES FOR EACH LINE ARE REQUIRED. PRE-PRODUCTION SAMPLES WILL BE REQUIRED FROM THE APPARENT LOW BIDDER FOR LINES 00001 AND 00002. THE SAMPLES SHALL ILLUSTRATE SECURITY AND PRINTING FEATURES THAT THE BIDDER INTENDS TO SUPPLY TO THE AGENCY IF AWARDED THE CONTRACT. THESE PRE-PRODUCTION SAMPLES MUST BE RECEIVED WITHIN SEVEN (7) DAYS OF NOTIFICATION.</p> <p>SAMPLES ARE TO BE FURNISHED AT THE VENDOR'S EXPENSE. THE PACKAGE SHOULD BE CLEARLY LABELED WITH THE FILE NUMBER AND SENT TO:</p> <p style="margin-left: 40px;">DARLENE W. SMITH, STATE REGISTRAR DHH/OPH/VITAL RECORDS ATTN: RICHARD JACKSON OR DEVIN GEORGE 1450 POYDRAS STREET BENSON TOWER, STE. 603 NEW ORLEANS, LA 70130</p> <p>ANY UNSUED SAMPLES WILL BE RETAINED AT THE USING AGENCY FOR THE PURPOSE OF RECEIVING THE MERCHANDISE. ANY PART OF MERCHANDISE RECEIVED THAT DOES NOT MEET THE QUALITY STANDARDS AND CONSTRUCTION OF THE SAMPLE WILL BE REJECTED AND RETURNED AT VENDOR'S EXPENSE.</p> <p>14 PRICES ARE TO BE BID IN THE UNIT OF MEASURE REQUESTED (PER ROLL, PER REEL, PER CARTON, PER GALLON, ETC.).</p> <p>15 PACKAGING: UNLESS OTHERWISE SPECIFIED, THE COMMODITIES SHALL BE PACKED IN SUBSTANTIAL COMMERCIAL CONTAINERS OF THE TYPE, SIZE AND KIND COMMONLY USED FOR THE PURPOSE, SO CONSTRUCTED AS TO INSURE ACCEPTANCE AND SAFE DELIVERY AS CALLED FOR IN THIS CONTRACT.</p> <p>16 SCOPE OF CONTRACT</p>			

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
NUMBER : 2252926 OPEN DATE: 04/30/13 T-NUMBER : DHH36	TIME: 10:00 AM	BIDDER:	PAGE 14
<p>SUBMITTAL OF ANY TERMS AND CONDITIONS CONTRARY TO THOSE OF THE STATE OF LOUISIANA MAY CAUSE YOUR BID TO BE REJECTED. BY SIGNING BELOW, TERMS AND CONDITIONS WHICH MAY BE INCLUDED IN YOUR BID ARE NULLIFIED, AND CONTRACTOR AGREES THAT THIS CONTRACT SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p>			
<p>BIDDER SIGNATURE _____</p>			
<p>17 THE PURCHASING AGENCY RESERVES THE RIGHT TO INSPECT AND TEST THE DELIVERED MERCHANDISE FOR COMPLIANCE WITH THE BID SPECIFICATIONS. IF MERCHANDISE FAILS TO MEET THE SPECIFICATIONS, THE COST OF TEST AND INSPECTION WILL BE PAID BY THE CONTRACTOR. IF THE MERCHANDISE IS IN COMPLIANCE, COST OF ALL TEST WILL BE PAID BY THE USING AGENCY.</p>			
<p>18 ANY ORDERS RESULTING FROM THIS SOLICITATION WILL BE PAID WITH NEXT FY FUNDS, IF APPROPRIATED BY THE LEGISLATURE. DELIVERY CANNOT BE MADE PRIOR TO JULY 1 AND YOUR BID PRICES MUST BE FIRM FOR ACCEPTANCE AND DELIVERY ACCORDINGLY.</p>			
<p>19 THE ABOVE QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY THE STATE OF LOUISIANA TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID.</p>			
<p>20 IT SHALL BE DISTINCTLY AGREED AND UNDERSTOOD THAT THE PRICE QUOTED MUST BE A FIRM PRICE, AND NOT BE SUBJECT TO CHANGE AT TIME OF SHIPMENT.</p>			
<p>21 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.</p>			
<p>22 ALL ART, COLOR SEPARATIONS, SPECIAL PLATES AND DIES ARE TO BECOME THE PROPERTY OF THE STATE OF LOUISIANA. THE CONTRACTOR WILL BE RESPONSIBLE FOR STORING ALL ARTWORK, ETC. FOR THE CONTRACT IN ONE LOCATION, AND FOR MAINTAINING A WRITTEN INVENTORY OF ALL SUCH MATERIALS. UPON AWARD OF CONTRACT TO A NEW CONTRACTOR, THE PREVIOUS CONTRACTOR WILL BE REQUIRED TO IMMEDIATELY PROVIDE ALL ARTWORK, DESIGNS, MOLDS, PLATES, DIES TO THE STATE.</p>			
<p>CONTRACTOR WILL NOT DISPOSE OF ANY ART, COLOR SEPARATIONS, SPECIAL PLATES AND DIES WITHOUT OBTAINING WRITTEN APPROVAL FROM THE USER AGENCY AND FURNISHING A COPY OF THIS APPROVAL TO THE OFFICE OF STATE PURCHASING.</p>			
<p>SEE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.</p>			

PRICE SHEET		INVITATION TO BID			
NUMBER : 2252926 OPEN DATE : 04/30/13 TIME: 10:00 AM T-NUMBER : DHH36		BIDDER:			PAGE 16
LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	UNLESS SPECIFIED ELSEWHERE SHIP TO: DHH-OFFICE OF PUBLIC HEALTH VITAL RECORDS REGISTRY SUITE 400 1450 POYDRAS NEW ORLEANS , LA 70112				
00001	COMMODITY CODE: 966-46-000000 PRINTING: INTAGLIO STATE OF LOUISIANA "CERTIFICATION OF VITAL RECORD"USED FOR BOTH BIRTH & DEATH SEE ATTACHED SPECIFICATIONS. TH IS THE ABBREVIATION FOR THOUSAND. SPECIFY BRAND (& NUMBER IF APPLICABLE)	500	TH		
00002	COMMODITY CODE: 966-46-000000 PRINTING OF: STATE OF LOUISIANA - BIRTH CARD UTILIZING THE INTAGLIO STEEL PLATE PROCESS. SEE ATTACHED SPECIFICATIONS. THIS IS THE ABBREVIATION FOR THOUSAND. SPECIFY BRAND (& NUMBER IF APPLICABLE)	75	TH		
00003	REQUISITION LINE CANCELLED				

State Of Louisiana Birth Card

FOLD AT PERFORATION-FOLD AT PERFORATION-FOLD AT PERFORATION

VOID

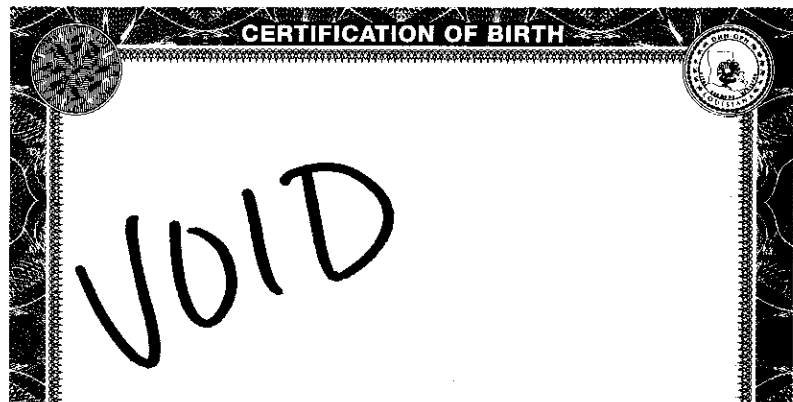
FOLD AT PERFORATION-FOLD AT PERFORATION-FOLD AT PERFORATION

IMPORTANT DOCUMENT

**THIS BIRTH CERTIFICATION CARD IS VALUABLE
PROTECT IT.**

Note: Please record your birth number and indicate your number on any correspondence directed to the Louisiana Office of Public Health, Vital Records Registry, P.O. Box 60630, N.O., LA 70160.

This birth certification card is an official document issued by the Louisiana Office of Public Health, Vital Records Registry as legal proof of the recorded facts of birth.



Charlene W. Smith
State Registrar

TO REMOVE CARD-CAREFULLY SEPARATE FORM.
DO NOT LAMINATE CARD

STATE OF LOUISIANA
CERTIFICATION OF VITAL RECORD

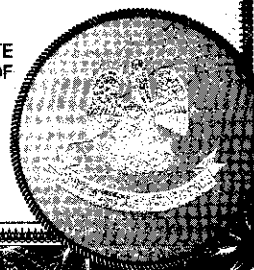
VOID



002526704

I CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF A CERTIFICATE
OR DOCUMENT REGISTERED WITH THE VITAL RECORDS REGISTRY OF
THE STATE OF LOUISIANA, PURSUANT TO LSA -- R.S.40:32, ET SEQ.

Darlene W. Smith
STATE REGISTRAR



WARNING: It is illegal to alter or counterfeit this copy.